



Memorandum

TO: TRANSPORTATION & ENVIRONMENT
COMMITTEE

FROM: John Stufflebean

SUBJECT: SEE BELOW

DATE: 03-20-07

Approved

Date

3/23/07

**SUBJECT: HOUSEHOLD HAZARDOUS WASTE PROGRAM AND 1608 LAS
PLUMAS AVENUE STATUS REPORT**

RECOMMENDATION

Accept this status report regarding the Household Hazardous Waste Program and development of the Las Plumas warehouse site.

OUTCOME

Accepting this report will provide the Committee with information concerning the interim Household Hazardous Waste (HHW) collection facility and the future development of 1608 Las Plumas Avenue as a community environmental education and resource center.

EXECUTIVE SUMMARY

The only permanent site in San Jose for residents to drop off household hazardous waste (paint, batteries, pool chemicals and other common materials) closed in November 2006 due to the City's need to move forward with expansion of the Central Service Yard, where the program was formerly based. This report details the extensive effort undertaken by the County of Santa Clara, which operates the countywide HHW program, and City staff, to find and develop an alternate location, and to conduct temporary collection events in the interim.

Briefly, a draft Environmental Impact Report on an alternate site (the City's former Las Plumas warehouse) will be released in early April for a 45-day public comment period. Public meetings will be held during this time, leading to consideration by the San Jose Planning Commission this June. The tentative schedule anticipates Council hearing any final protests in June followed by a determination on the project. If approved, this would lead to opening an outdoor collection facility (Phase I) during March, 2008. Construction of an indoor facility (Phase II) is proposed to begin in 2008 and would involve renovation of 10,000 to 15,000 square feet of the existing

warehouse. ESD staff also is working with San Jose State University and community organizations to prepare a master plan for a proposed EcoPark education and resource center, with or without the Phase II facility, depending on feasibility. Staff is planning to present the final draft of this master plan at the June Transportation and Environment Committee.

BACKGROUND

Program Description

The Santa Clara County HHW Program provides the only legal means for residents to dispose of hazardous waste from their homes. Household hazardous wastes include chemicals and other products commonly used by residents in their homes and garages. Paint, solvents, automotive fluids, cleaners, and garden chemicals are among the most frequently brought materials to the collection centers. The HHW Program does not accept electronic waste, tires, ammunition, certain compressed gas cylinders, biohazard wastes (excluding medications and sharps), explosives and radioactive material. In FY 2005-2006, the HHW Program served 9,785 San Jose residents. A total of 24,985 residents used the HHW Program countywide.

Due to the potential for these materials to affect groundwater and local waterways through stormwater runoff, the HHW Program coordinates activities and leverages resources with the City's Watershed Protection program and the regional Santa Clara Valley Urban Runoff Pollution Prevention Program. HHW Program activity is reported to the California Integrated Waste Management Board as part of the City's compliance with AB 939 (the California Integrated Waste Management Act of 1989) and to the San Francisco Bay Regional Water Quality Control Board.

The HHW Program is an essential service for the protection of the community and the environment. Not only does the program reduce the tonnage of such materials from reaching local landfills and materials recovery facilities, it also serves to protect those employees who are employed at these facilities as the materials can pose potential health and safety risks during the handling process if the materials are "hidden" within residential garbage and recycling containers. In the 15-year history of the HHW Program in San Jose, no member of the public has been injured by exposure to waste that was delivered to the collection facility. No significant amount of waste was ever improperly discharged into the environment, and the Program has continuously operated in full compliance with all local, State, and Federal regulations.

Closure of San Jose Central Service Yard Site

The County's HHW facility at the City's Central Service Yard (10th Street and Phelan Avenue) has operated since 1996. From the start, this lease agreement between the City and the County was always understood to be a temporary arrangement, and that the City would eventually need the land for expansion of the Central Service Yard. In June 2005, the City notified the County that they must vacate the Yard by December 2006, to allocate space for the Yard's final phase of

development. The site permanently closed on November 15, 2006, reducing the number of such HHW facilities in Santa Clara County to two (San Martin and Sunnyvale remain).

New Facility Site Selection

In anticipation of the above action, a workgroup consisting of staff from Environmental Services, General Services, Public Works, Housing, and the County began analyzing several potential sites for relocation of the permanent facility in September 2005 (see Attachment 1 for the shortlist of potential sites). By May 2006, the City's vacant former warehouse site at 1608 Las Plumas Avenue was identified as the best site for relocating the San Jose HHW facility. The site's more important advantages were that it was available, it was centrally located for San Jose residents, and it was already zoned for compatible uses. The Las Plumas site is less than two miles from the Central Service Yard site. Maintaining a location near the center of the City ensures convenient access for the greatest number of San José residents. Additional studies would be needed to determine site feasibility to accommodate such operations, as well as other potential uses for the site.

The City's Housing Department had attempted to sell the Las Plumas property for several years without success. In June 2006, Environmental Services proposed purchasing the property for future potential environmental uses. Following negotiations and Council approval, Environmental Services transferred \$4.5 million from budgeted funds to Housing for the purchase of the 1.78 acres, including the warehouse structure. The Housing Department is using the proceeds from this interdepartmental sale to fund the construction of new transitional housing.

Interim Service Plans

City and County staff have developed a plan for bridging the service gaps created by the closure of the permanent San Jose HHW facility before a new site could be prepared. Based on this plan, the County will:

1. Set up temporary collection events to serve San Jose and Santa Clara until a permanent facility in San Jose can be re-established. The County is planning to operate several of these temporary events at appropriate, centrally-located parking lots (see Attachment 2 for the schedule through June 2007). The first of these in San Jose was on January 27 at Harker Middle School. These events will be assembled, operated and broken down the same day. Although helpful in the short-term, temporary collection events are inherently less efficient and more costly than permanent facilities. Based on historical data, staff estimates that one-day event costs will be as much as 50% per unit greater than the cost of providing the service at a permanent site.
2. Expand the number of appointments available at the other two permanent facilities (Sunnyvale and San Martin) to accommodate some San Jose residents. Expanded use of these permanent facilities will help control program costs and stay within budget, but will not be as convenient. To the extent temporary one-day operations are used, the number of residents

served is expected to decrease proportionate to cost. Small business service will not be available at mobile events and will be shifted to Sunnyvale and San Martin. (A small business hazardous waste generator is defined as a business that generates less than 220 pounds or 27 gallons per month of the types of waste that are normally collected by the HHW Program.)

Sunnyvale Permanent Facility

The County operates an HHW facility on City of Sunnyvale property. While the City of Sunnyvale has agreed to add additional event dates as part of the interim service plan, the lease agreement between Sunnyvale and the County gives Sunnyvale the option to unilaterally terminate the lease agreement with 60 days notice if the HHW Program does not operate at least two other permanent facilities. With the closure of the San Jose facility, the County is currently operating only one other facility in San Martin. The purpose of this lease language is to prevent the City of Sunnyvale from being unduly burdened by the growing countywide need for HHW disposal. Sunnyvale is now the closest permanent facility available to most City residents.

Phased Development of HHW Facility

In order to maintain efficient HHW collection service, City and County staff agreed that the best approach would be to move the facility in two phases:

- Phase I would provide temporary facilities at the Las Plumas site for a period of up to three years. This facility would be operated outdoors, similar to the operations of the former site at the Central Service Yard, though in an expanded area to accommodate increased residential participation.
- Phase II would involve construction of a permanent interior facility, possibly within the adjacent Las Plumas warehouse, pending successful completion of an environmental review process for the new site.

ANALYSIS

Status of Phase I

Relocation of the HHW facility from the Central Service Yard to the Las Plumas site is subject to CEQA (California Environmental Quality Act). Consequently, in Summer 2006, the Director of Planning, Building and Code Enforcement prepared an Initial Study addressing the proposed HHW facility at the Las Plumas site. In August, a Mitigated Negative Declaration (MND) was circulated for public comment and an intensive effort was made with staff presenting the proposed project to a sizable number of community organizations and immediate neighbors, as well as holding an open community meeting.

In September 2006, the Therma Corporation, one of the neighboring businesses, protested the MND due to perceived impacts to adjacent sensitive receptors. At its meeting on October 25, 2006, the Planning Commission considered the protest of the MND and directed staff to draft an Environmental Impact Report (EIR) for the temporary HHW collection facility.

ESD has retained the services of a local land-use consultant, David J. Powers and Associates, to develop the draft EIR with assistance from Planning, Public Works and ESD. The draft report is scheduled to be released in April 2007 for the required 45 day public comment period, and shall contain details related to the project scope, noise and traffic impacts and environmental affects, if any, to the surrounding area. The EIR shall also provide details on suggested mitigation measures to those impacts that may be identified. Staff will be scheduling public meetings during the open comment period and notifying the adjacent neighborhoods with multilingual outreach material regarding the opportunity to provide feedback on the proposed project. The draft EIR and any received public comments are scheduled to be presented for certification by the San Jose Planning Commission in June 2007. The decision of the Planning Commission to certify the EIR may be appealed to the City Council, and would be heard at the next available Council date following an appeal. Dependent on Council approval and any additional design details that may be recommended for implementation, it is estimated the construction agreements for the temporary HHW facility would be developed, competitively bid and awarded later this year, with anticipated facility operations to be available in late Quarter 1, 2008.

Phase II Construction at Las Plumas

Contingent upon Council approval, staff proposes to renovate 10,000 to 15,000 square feet of the existing warehouse to accommodate a permanent indoor HHW facility, occupying the south half of the warehouse space. This Phase II facility will take advantage of the available space, the ability to bulk wastes and the increased security of a locked building, which were not afforded at the former location where it was necessary to set-up and tear-down daily. The new HHW Facility will initially operate two weekends per month, accepting waste from the public on Fridays and Saturdays. The appointment-only program will serve an average of 200 vehicles on Fridays and between 600-700 vehicles on Saturdays. This permanent HHW facility will replace the Phase I temporary operations. Funds to develop and implement Phase II renovations that support programs and infrastructure for recycling waste from construction, demolition, and alterations projects may be available from non-claimed Construction and Demolition Diversion Deposit (CDDD) allocations. Construction for Phase II is expected to begin in 2008.

The EcoPark and the Community Stakeholder Master Planning Process

When Council approved ESD's purchase of the Las Plumas warehouse at its June 6, 2006 meeting, staff reported that they will evaluate the use of the warehouse for a material reuse facility. To complete this analysis, staff retained the Center for Training and Careers (CTC), and a Graduate class from the San José State University Urban and Regional Planning Department (see Attachment 3 for course description and schedule) to develop a master plan for the entire Las Plumas site, either including or excluding the permanent HHW collection facility due to feasibility. CTC has been conducting community outreach in the neighborhood surrounding the

site, as well as with nearby businesses and schools to enlist their interest and their input for the master plan. In addition, CTC will be providing much needed targeted outreach for the HHW Program for the purposes of improving participation from these neighborhoods. ESD envisions the future development of the site as an “EcoPark” education and resource center for the public. The proposed EcoPark would include City office space and operational activity, as well as programmed space for a local non-profit entity (or co-use by similar, multiple entities) to provide education, services and resources to enhance the environmental awareness within the community.

The Las Plumas warehouse consists of approximately 40,000 square feet of warehouse space and an additional 10,000 square feet of office and meeting room space. Environmental Services proposes rehabilitating the building to house some City operations, as well as a recovered building materials warehouse and retail sales operation. The operation would provide the public with access to low cost home improvement supplies. These types of operations are administered throughout the Country by Habitat for Humanity. City staff has been working with the community to identify areas of commonality between the needs of the community and the program goals of the Environmental Services Department.

Environmental Services has also communicated with Rebuilding Together Silicon Valley (RTSV), formerly Christmas in April, which is a local non-profit organization that provides assistance in rehabilitating homes and structures for low-income households and for other non-profit entities. Dependent on income levels, participating home owners may receive such services at no cost. RTSV is seeking an area within central San Jose to operate an office and to store the construction supplies used in their structural rehabilitation projects.

Another key feature of the Las Plumas master plan will be the creation of an environmental education center. Environmental Services intends on having a base of operation in this community for providing public education and outreach. In addition, ESD plans on having classroom and demonstration project space that will allow the community to learn about green practices, such as recycling, water conservation and energy conservation.

ESD has also held planning discussions with local chapter representatives of the National Association of the Remodeling Industry (NARI). NARI is an organization that provides remodeling assistance, mainly to the residential sector, which promotes ethical and environmentally-friendly “green” business practices. NARI is interested in establishing a green building demonstration site and educational center for the public.

ESD intends that this Las Plumas master plan encompass partnerships with local non-profit organizations to share the warehouse space in addition to creating appropriate spaces for use by the neighboring communities, such as public classroom / meeting room space. These operations will also create potential environmental employment and internship opportunities for the local area. Staff will present the results of the master plan and recommend options for next steps to Council at the June Transportation and Environment Committee meeting.

Response to UN Environmental Accords

In response to the United Nations Environmental Accords (adopted by the City in November 2005), the development of Phase II can help contribute to achieve the following actions:

1. Establish a policy to achieve zero waste to landfills and incinerators by 2040.

By providing an avenue for City and other County residents to properly re-use and recycle materials that should not enter the landfills or material recovery facilities.

2. Implement “user-friendly” recycling and composting programs, with the goal of reducing per capita solid waste disposal to landfill and incineration by twenty percent in seven years.

By providing a convenient method for San Jose and other County residents to properly re-use and recycle materials that should not enter the landfills or material recovery facilities. The HHW Program recycles 45% of the materials collected, in which the remaining quantities that cannot be recycled are properly disposed / incinerated. ESD has coordinated with the Fairmont Hotel and CityTeam Ministries to manage a mattress recycling / reuse program, which has the potential to divert 41.2 tons of materials from the landfills.

3. Adopt a policy that mandates a green building rating system standard that applies to all new municipal buildings.

By potentially using abandoned Construction and Demolition Diversion Deposit (CDDD) funds to support the major renovation activities of Phase II, with the intent of implementing green building measures for LEED certification and to promote the facility as an environmental showcase. As addressed in Mayor Reed’s March 20, 2007 Budget Message, the City has recently adopted a green building policy that requires LEED Silver certification at a minimum for new construction facilities, with a goal of Gold or Platinum. The policy also requires exploration of how we can encourage green buildings in the private sector. Phase II is envisioned as a training and resource center for contractors / remodeling staff on the types of green building practices they could implement, the effective ways to apply such measures, and making available re-use materials to install in their projects, which shall promote the implementation of green building programs beyond municipal facilities.

4. Adopt a policy or implement a program that creates environmentally beneficial jobs in slums and / or low-income neighborhoods.

The proposed EcoPark, which provides a green building / environmental education center within a low-income area, will help facilitate private / public / non-profit partnerships and can provide vocational opportunities within the environmental field.

5. Cities should develop policies to increase access to adequate and safe drinking water for all by 2015. Cities with potable water consumption greater than 10 liters per capita per day will adopt and implement policies to reduce consumption by 10% by 2015.

The HHW collection facility will help minimize the amount of automotive fluids, paints, cleaners, etc. that could improperly enter the environment and contaminate public drinking water supplies.

6. Address storm water pollution and reduce the volume of wastewater discharge by 10% in seven years through the expanded use of recycled water and the implementation of a sustainable urban watershed planning process that includes participants of all affected communities and is based on sound economic, social and environmental principles.

By constructing the facility as a green building, with irrigation lines connected to recycled water service, implementing post construction stormwater pollution protection best management practices, which can monitor water quality and act as a model operation in industrial facilities.

PUBLIC OUTREACH

City staff has either made presentations to, or held discussions with, representatives of the following organizations regarding the HHW proposal:

<ul style="list-style-type: none">• 13th St. Neighborhood Action Committee• Ann Darling Neighborhood• Center for Training and Careers• Five Wounds/Brookwood Terrace Neighborhood Action Committee• San José Family Shelter• Silicon Valley Leadership Group• Silicon Valley Toxics Coalition	<ul style="list-style-type: none">• La Raza Roundtable• American Indian Education Center• First Unitarian Church of San José• People Acting in Community Together• Therma Corporation• Vietnamese American Council
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In coordination with the CTC, ESD staff has also facilitated two public meetings this past March regarding the proposed elements of the EcoPark / Las Plumas master plan project. The community meetings have produced a list of constructive suggestions to enhance the facility and to provide opportunities for potential employment. In addition to these meetings, the CTC has also coordinated with other community members and groups advising of the proposed project and to solicit comments. Future community meetings will be scheduled throughout the master planning process, and public comment periods will be scheduled within the environmental clearance process. The results of such meetings and comment periods shall be included in the facility's environmental clearance documents.

COORDINATION

This report had been coordinated with the Departments of Planning, Building and Code Enforcement and the City Attorney's Office.

CEQA

An Environmental Impact Report is under preparation to address the temporary HHW collection facility, File Number PP# 06-100.



John Stufflebean

Director, Environmental Services Department

Attachments

For questions, please contact Jo Zientek, Deputy Director, Integrated Waste Management Division, Environmental Services, at 408-535-8557.

Attachment 1:
Evaluation of Final Six HHW Candidate Locations

Pref..	Site	Pro's	Con's
1	1608 Las Plumas Ave.	<ul style="list-style-type: none"> • Adequate traffic flows • Meets minimum space needs • Compatible land use • Centrally located • Available utilities 	<ul style="list-style-type: none"> • Opportunity to “land bank” for BART expansion • Property purchase required
2	Union Pacific property adjacent to Central Service Yard on Senter Rd.	<ul style="list-style-type: none"> • Adequate traffic flows • Meets minimum space needs • Compatible land use • Centrally located • Potentially low relocation costs 	<ul style="list-style-type: none"> • Union Pacific not responding to City • Need appraisal for use-delay of 6 to 12 months • Annual lease costs or purchase required
3	Old Muni Rifle Range on 10 th St., next to Central Service Yard	<ul style="list-style-type: none"> • Adequate traffic flow • Meets minimum space needs • Compatible land use • Centrally located • Potentially low relocation costs 	<ul style="list-style-type: none"> • Current tenant has 3 more years on lease • Bullet trap may be hazardous waste • No room for expansion • Unusable existing building needs to be demolished
4	Remillard Court (Old Remillard Brick Yard on Story Rd.)	<ul style="list-style-type: none"> • Adequate traffic flows • Meets minimum space needs • Compatible land use 	<ul style="list-style-type: none"> • Required purchase of access road • Former closed landfill site, soil stability may be an issue • Traffic study necessary • Need to secure 100 foot setback from creek
5	Monterey Road Site	<ul style="list-style-type: none"> • Adequate traffic flow • Meets minimum space needs • Compatible land use 	<ul style="list-style-type: none"> • Purchase, design, and construction cost is estimated to be \$5.5M • Acquisition and development will delay project 24-36 months
6	Singleton Landfill Site	<ul style="list-style-type: none"> • Adequate traffic flow • Meets minimum space needs • Centrally located 	<ul style="list-style-type: none"> • In SNI Area • Adjacent to residential • Access would go through residential area • Utilities not readily available

Attachment 2

HHW SCHEDULE FOR FISCAL THROUGH JUNE 2007

2007/Month	Day	Date	Location	Type of Event	Locations
2007/Jan	Friday	5	San Martin	Permanent	
	Saturday	6	San Martin	Permanent	
	Saturday	13	Santa Clara	Temporary	
	Saturday	20	Sunnyvale	Permanent	
	Saturday	27	San Jose	Temporary	Harker Middle School
February	Friday	2	San Martin	Permanent	
	Saturday	3	San Martin	Permanent	
	Friday	9	San Martin	Permanent	
	Saturday	10	San Martin	Permanent	
	Saturday	17	Sunnyvale	Permanent	
	Saturday	24	San Jose	Temporary	Harker Middle School
March	Friday	2	San Martin	Permanent	
	Saturday	3	San Martin	Permanent	
	Friday	9	San Martin	Permanent	
	Saturday	10	San Martin	Permanent	
	Saturday	17	Sunnyvale	Temporary	Mountain View
	Saturday	24	San Jose	Temporary	Harker Middle School
	Saturday	31	No Event	No Event	County Holiday
April	Friday	6	San Martin	Permanent	
	Saturday	7	San Martin	Permanent	
	Saturday	14	Los Altos	Temporary	
	Saturday	21	Sunnyvale	Permanent	
	Saturday	28	Santa Clara	Temporary	
May	Friday	4	San Martin	Permanent	
	Saturday	5	San Martin	Permanent	
	Saturday	12	San Jose	Temporary	Harker Middle School
	Saturday	19	Sunnyvale	Permanent	
	Saturday	26	No Event	No Event	County Holiday
June	Friday	1	San Martin	Permanent	
	Saturday	2	San Martin	Permanent	
	Friday	8	San Martin	Permanent	
	Saturday	9	San Martin	Permanent	
	Saturday	16	Sunnyvale	Permanent	
	Saturday	23	San Jose	Temporary	Harker Middle School
	Saturday	30	Milpitas	Temporary	

Attachment 3

San Jose State University Department of Urban and Regional Planning

URBP 260 – Environmental Planning Topics (24410)
The City of San Jose Urban EcoPark Proposal--Site Plan and Project Description
Spring 2007, Thursdays, 4-6:45PM, Clark Building 133
<http://sjsu.blackboard.com/public/urbp260sp07hn/>

Hilary Nixon, Ph.D.

WSQ 218A

408.924.5852

hilary.nixon@sjsu.edu

Office Hours: Wednesdays 12:45-3:45PM; Thursdays 1:45-3:45PM; other times by appointment

Best Contact Method: E-mail

Student Assistant: Allen Mulch, amulch@hotmail.com

Course Description

This is a three-credit hour, project-oriented course designed for graduate students in the Department of Urban and Regional Planning. Seniors in the Department of Environmental Studies are also welcome to enroll in this course with Dr. Nixon's permission. This course will combine classroom work with an applied class project. The course is likely to be of interest to students interested in CEQA (California Environmental Quality Act) and the EIR (Environmental Impact Review) process, green buildings, stormwater runoff management, and other aspects of environmental planning. There are no prerequisites for this course. Some background knowledge of GIS and site design would be helpful, but not necessary.

Course Learning Objectives

The purpose of this course is to provide students with the opportunity to focus on a current environmental planning project that will bring together a wide range of skills and knowledge that student have learned during their education including GIS, site planning, verbal and written communication, among others. During the course of the semester, students will learn to:

- Work effectively with colleagues, outside professionals, and community members;
- Apply multiple data sources and analytical techniques to assess an environmental planning problem;
- Develop creative solutions to solve an environmental planning problem; and
- Enhance written, visual, and oral communication skills.

Overview of Project

The City of San Jose plans to relocate a household hazardous waste (HHW) drop-off facility at the former site of the City's Las Plumas warehouse. The City is looking for ways to develop the site in such a way as to make better use of the both the warehouse and site itself. Some of the possibilities include co-locating the HHW facility with an organization such as Habitat for Humanity's ReStore operation (see <http://www.restorekc.org/index.html> as an example) and to use the location as a model site for stormwater runoff best management practices. The City's Environmental Services Department is also interested in partnering with NARI (National Association of the Remodeling Industry) to develop a green building demonstration project on the site and the warehouse will be renovated to comply with LEED (Leadership in Energy and Environmental Design) certification. In addition, the City is interested in the possibility of making space available on the site for community use (e.g. meeting space). Students will have the opportunity to observe community meeting and use information from the meeting to inform their plan for the site.

The main goal of this course is to have students will work in teams to develop a project description following California Environmental Quality Act (CEQA) guidelines for the Environmental Services Department. The project description will include maps of the site and

Attachment 3

surrounding region, a detailed statement of objectives for the proposed project, general information about the technical and environmental characteristics of the project, and a detailed description of the intended use of the site including future anticipated use.

Course Reader

There is no assigned text for this reader. Students will be asked to read materials available online and some readings will be distributed in class. I will endeavor to make as many readings available through the WebCT as possible. If you have trouble accessing WebCT, the vast majority of course readings can be found relatively easily through an online search such as Google.

Course Assignments

There are five primary components for your grade in this course. They are as follows:

1. Las Plumas Project Summary Paper (15%) – due February 15
2. Report on Public Meeting Paper (15%) – due April 19 (You will be required to attend one of two planned public meetings related to this project. The meetings will not be held during our scheduled course time. Please plan accordingly to fit one of these meetings into your schedule. Dates for the meetings have not yet been determined. This information will be distributed as soon as possible. If necessary, the due date for the assignment may be adjusted to better suit the meeting dates.)
3. Course Reflection Paper (15%) – due May 21
4. Final Report and Presentation (20%) – due May 17
5. Class Participation and Contribution to Final Report and Presentation (35%) – ongoing

Attendance and participation is a vital component of this course. Much of the project development and work will take place in class. Poor attendance and participation will have a negative effect on a student's final grade. As much as possible, a goal for this course is to have students complete as much of the work as possible during scheduled class time. This underscores the importance of regular attendance.

Late assignments will not be accepted. However, if there are unusual circumstances outside of the student's control that will make it impossible to turn in an assignment on time, please contact me as soon as possible before the due date to discuss potential alternative arrangements. Late assignments will be penalized 1/3 of a grade for each week late. Any student who fails to turn in all graded assignments will automatically fail the course. As a rule, I do not offer extra credit assignments.

Students are responsible for understanding the policy and procedures about add/drops, academic renewal, withdrawal, etc. found at http://sa.sjsu.edu/student_conduct/. If you would like to incorporate research or materials from another class in any of the assignments for this course, please note that SJSU's Academic Integrity Policy (F06-1) requires approval by instructors.

Course citation style

When you cite another author's work in any written assignments, use footnotes and a bibliography following the "Turabian" style.

- For print sources, follow the directions in Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (University of Chicago Press, 1996). Copies are available in the SJSU King Library and in the main office of the Department of Urban and Regional Planning (WSQ 216). Additionally, the book is relatively inexpensive, and you may wish to purchase a copy (there are often cheap, used copies available at used bookstores or through online book sellers).
- For electronic sources, use the guidelines provided at; <http://history.memphis.edu/mcrouse/elcite.html>. This page begins with a discussion of the theory behind good citation style, and then provides detailed examples of how to cite all sorts of sources. Be sure to follow the guidelines for Turabian-style citations. If you have specific questions, do not hesitate to contact me.

Attachment 3

Academic integrity statement and plagiarism

SJSU's Policy on Academic Integrity states: "Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development" (Academic Senate Policy F06-2). The policy on academic integrity can be found at http://www.sa.sjsu.edu/judicial_affairs/index.html.

Plagiarism is the use of someone else's language, images, data, or ideas without proper attribution. It is a very serious offense both in the university and in your professional work. In essence, plagiarism is both theft and lying: it is stealing someone else's ideas, and then implying that they are one's own.

Plagiarism will lead to grade penalties and a record filed with the Office of Student Conduct and Ethical Development. It may also result in your failing the course and/or having the incident permanently noted in your SJSU student records. If you are unsure about what constitutes plagiarism, it is your responsibility to make sure you clarify the issues before you hand in your assignment.

Learning when to cite a source and when not to is an art, not a science. However, here are some examples of plagiarism that you should be careful to avoid:

- If you use a sentence (or even part of a sentence) that someone else wrote and don't reference the source, you have committed plagiarism.
- If you paraphrase somebody else's theory or idea and don't reference the source, you have committed plagiarism.
- If you use a picture or table from a webpage or book and don't reference the source, you have committed plagiarism.
- If your work incorporates data someone else has collected and you don't reference the source, you have committed plagiarism.

The University of Indiana has developed a very helpful website with concrete examples about proper paraphrasing and quotation. See in particular:

<http://www.indiana.edu/~istd/overview.html>

<http://www.indiana.edu/~istd/examples.html>

<http://education.indiana.edu/~frick/plagiarism/item1.html>

At the last page listed you will find a quiz to test how well you understand proper paraphrasing.

If you still have questions after reading these pages, feel free to talk to me personally. There is nothing wrong with asking for help, whereas even unintentional plagiarism is a serious offense.

If you have questions about the official SJSU policy on plagiarism, please read the "Policy on Academic Dishonesty" at <http://www.sjsu.edu/senate/F06-1.htm>. In addition, the "Academic Dishonesty Procedures" are available in any SJSU Schedule of Classes.

Accommodation for Disabilities

If you need course adaptations or accommodations because of a disability, or if you have emergency medical information to share with me, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with the Disability Resource Center to establish a record of their disability (924-6000).

Disclaimer

This syllabus is intended as a class guide and is designed to be as accurate as possible. It is possible, however, that this syllabus may change during the semester as class needs change.

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Any changes will be discussed in class with as much notice as possible. Since our course only meets once per week, e-mail will be used as the primary form of communication. Please ensure that I have your correct e-mail address (and one that you check regularly).

WebCT/Blackboard

I am attempting to learn how to use SJSU's WebCT/Blackboard system for providing resources available to students online. This is my first time using this system so there will probably be some hiccups. At the present time, my intention is to use the system to post lecture notes and other resources. We should be able to use the system to share files as we are working on the project. I am also going to try and use the system for accepting individual assignments. I would appreciate all your assistance in ensuring that this becomes a positive element of the course and not one you find burdensome or aggravating.

Our course WebCT site is located at: <http://sjsu.blackboard.com/public/urbp260sp07hn/>. Note: the course title shows up as "Transportation and the Environment." This is an administrative error through the registrar's office. Attempts have been made to correct this, but haven't made it completely through the system. You login to the system (at the bottom of the page) by using your 7 digit SJSU User ID preceded by W. If you have extra 0s in front of your SJSU ID, do not include these. The temporary password is spring. For right now, I don't plan to use the e-mail function of WebCT so you don't need to change any of these settings.

Tentative Course Schedule

Note: given the nature of this course, the schedule may, from time to time, be revised. I will inform students of any changes as soon as possible. Students are encouraged to check their e-mail regularly as this will be our primary form of communication outside of class.

Class will be held primarily in Clark Building 133. However, from time-to-time, classes will be held at City Hall, at the Las Plumas site, or in the computer lab. Advance notice will be provided, however students are asked to check their e-mails regularly for any updates or changes to the schedule.

Students will be asked to attend one of two public meetings related to this project. The meetings will be coordinated and facilitated by the Center for Training and Careers located at 1608 Las Plumas Ave. These meetings will not be held during normal class time so students should plan accordingly.

January 25:

- Overview of course and project
- Student/Instructor/City Personnel Introductions
- Student Information Worksheets

February 1:

- Site visit, meet at 1608 Las Plumas Avenue at 4:30 P.M. Please do not wear open-toed shoes. This is not the place to break out your red stilettos. Feel free to bring your digital or traditional cameras to take photos of the site and surrounding neighborhood.

Readings (to be read in advance of class)

1. "Transfer of Control Over City Property at 1608 Las Plumas Avenue." City of San Jose.
2. "Initial Study for Household Hazardous Waste Facility (1608 Las Plumas Avenue)." City of San Jose.
3. "Public Notice: Intent to Adopt a Mitigated Negative Declaration." City of San Jose.
4. "Staff Report: Protest of a Draft Mitigated Negative Declaration for a Proposed Household Hazardous Waste Drop-Off Facility." City of San Jose.

February 8:

- Green Buildings in San Jose, an overview of city policies and ideas for the Las Plumas site (guest lecturer: Mike Foster, green building coordinator, City of San Jose)

Attachment 3

- California Environmental Quality Act, an overview and focus on the project description (guest lecturer: Michael Rhoades, environmental planner, City of San Jose)

Readings (to be read in advance of class)

- "Green Building Policy." City of San Jose. Available at <http://www.sanjoseca.gov/esd/natural-energy-resources/gb-policy.htm>.
- Bass, Ronald E., Albert I. Herson, and Kenneth M. Bogdan. "Background and Implementation of CEQA." In CEQA Deskbook: A Step-by-Step Guide on How to Comply with the California Environmental Quality Act, 1-18. Point Arena: Solano Press, 1999.
- Bass, Ronald E., Albert I. Herson, and Kenneth M. Bogdan. "Contents of an EIR." In CEQA Deskbook: A Step-by-Step Guide on How to Comply with the California Environmental Quality Act, 91-122. Point Arena: Solano Press, 1999. (Pay special attention to pages 93-95 including the side bar legal case – Laurel Heights v. UC Regents)
- "Draft Project Description: Happy Hollow Park and Zoo Project." (read entire document: first draft plus the revised version)
- "A CEQA Primer." Keith Sugar (handout from URBP 229).
- "Winning in CEQA Litigation: Formulating, Attaching, and Defending the Project Description." Charles M. Gale, Spring 2000 Association of Environmental Professional Environmental Monitor. Available at <http://www.califaep.org/MONITOR/spring%202000%20ceqa.htm>.
- "California Environmental Quality Act (CEQA) Toolbox Project Descriptions." California Integrated Waste Management Board. Available at <http://www.ciwmb.ca.gov/PermitToolbox/CEQA/Overview/ProjectDesc/default.htm>.
- You are encouraged to visit the City of San Jose's Environmental Impact Review library to review project descriptions to get a better of idea of how they are written and what elements are include. The site can be accessed at <http://www.sanjoseca.gov/planning/eir/eir.asp>.
- For reference: <http://www.ceres.ca.gov/ceqa/>.

February 15:

- GIS Training Workshop (student assistant: Allen Mulch). Meeting location to be determined (most likely URBP computer lab)

Readings (to be read in advance of class)

- To be determined

February 22:

- Co-location, panel discussion with non-profits about benefits and challenges of co-location

Readings (to be read in advance of class)

- To be determined

March 1:

- Community Participation, meeting with community leaders and public meeting coordinators from the Center for Training and Careers. Meet at City Hall, Environmental Services Department, 10th floor. Meeting room to be determined.

- ***Las Plumas Project Summary Paper Due***

Readings (to be read in advance of class)

- Arnstein, Sherry R. "A Ladder of Citizen Participation." In Classic Readings in Urban Planning: An Introduction, ed. Jay M. Stein, 358-375. New York: McGraw-Hill, 1995.

March 8:

- Site Planning Workshop (guest lecturer: Prakash Pinto)

Readings (to be read in advance of class)

- To be determined

Attachment 3

March 15:

- GIS Training Workshop (student assistant: Allen Mulch)
Readings (to be read in advance of class)
- To be determined

March 22:

- Stormwater Best Management Practices (guest lecturer: TBA)
- Group discussion, next steps for project
Readings (to be read in advance of class)
- To be determined

March 29:

- Spring Break, no class

April 5:

- In-class group work, progress reports

April 12:

- In-class group work, progress reports

April 19:

- In-class group work, progress reports
- **Report on Public Meeting Paper Due**

April 26:

- In-class group work, progress reports
Readings (to be read in advance of class)
- Leach, John. "Seven Steps to Better Writing." *Planning*, June 1993, 26-27.
- Cogan, Elaine. "Making Effective Presentations." In *Successful Public Meetings: A Practical Guide for Managers in Government*, 56-71. San Francisco: Jossey-Bass Publishers, 1992.
- Some online resources for effective PowerPoint presentations
 - <http://mason.gmu.edu/~montecin/powerpoint.html>
 - http://people.csp.edu/saylor/effective_powerpoint.htm
 - <http://www.research.ucla.edu/era/present/index.htm>
- Some online resources for effective oral presentations
 - <http://web.cba.neu.edu/~ewertheim/skills/oral.htm>
 - http://www.ruf.rice.edu/~riceowl/oral_presentations.htm
 - <http://www.auburn.edu/~burnsma/oralpres.html>

May 3:

- Draft Report and Presentation

May 10:

- No class, prepare for final presentation

May 17:

- Final Presentation. Location to be determined.
- **Final Report Due**

May 21:

- No class BUT **Course Reflection Papers Due** (these can be turned in to my mailbox, my office, or submitted by e-mail anytime prior to 5PM)